

Guidelines for research schools associated with the PhD programme in Social Sciences, University of Stavanger

SCOPE

1. These guidelines apply to the PhD programme at the Faculty of Social Sciences at the University of Stavanger, which is operated in collaboration with the Business School at UiS and the UiS Museum of Archaeology. In the Faculty of Social Sciences, in addition to the Department of Media and Social Studies, the Department of Social Studies and the Norwegian Hotel School, the Network for gender research is also included.

2. The research school's activities shall take place within the framework of the PhD regulations at UiS and be endorsed in the programme description of the PhD programme in social sciences.

ESTABLISHMENT OF RESEARCH SCHOOLS

3. The first establishment of research schools will take place in 2019 and will involve an application process, an appointments committee including representatives from the Faculty of Social Sciences, the Business School at UiS and the Museum of Archaeology, and a decision by the Faculty Boards of the Faculty of Social Sciences and the Business School at UiS. When the research schools have been established, all the scholarship holders in the PhD programme will be distributed among the research schools.

4. Application for the establishment of a new research school must be forwarded to the PhD committee.

5. The PhD committee can make decisions regarding closure, merging or reorganisation of the research schools.

REQUIREMENTS FOR RESEARCH SCHOOLS

6. Every research school must have a clear academic profile, and must be associated with strong academic research environments.

7. Every research school must at any given time have a minimum of 8 PhD scholars associated with the research school.

8. Every research school must satisfy the Quality of education regulation's requirement in that specialist environments associated with the doctoral programme must have a sufficient number of academic staff with professor and associate professor proficiency (ref. section 3-3 point 6) and must be able to show to comprehensive research activity in the subject field.

MEMBERSHIP IN RESEARCH SCHOOLS

9. As a general rule all the scholarship holders in the PhD programme in social sciences must be members of one of the programme's research schools. Any exceptions must be justified by active participation in a well-established Norwegian/international research school and be approved by application to the PhD committee. Membership in one of the PhD programme's

research schools does not preclude the scholarship holder from also being affiliated with a national or international research school.

10. The professional environment of the research schools also includes academic supervisors and teaching staff.

11. In the application for admission to the PhD programme in social sciences, new PhD scholarship holders should specify which of the programme's research schools they wish to become a member of. Membership of the research school applies from the time the admission is granted. The admission is conditional until the project plan is approved, afterwards the admission is final. Application for admission to the PhD programme in social sciences is handled by the PhD committee. The same applies to the approval of the project plan.

12. Scholarship holders may change research school on application to the PhD committee, which grants applications if a change of research school is seen to be an advantage for the completion of the scholarship holder's PhD project.

ORGANISATION OF THE INDIVIDUAL RESEARCH SCHOOL

13. Every research school must have a chair and an assistant chair, who will perform these duties for a period of four years. The chair of the research school is a permanent member of the PhD committee, the assistant chair is a deputy member.

14. Each research school may choose to organise itself with a steering group that collectively takes decisions on behalf of the research school. Alternatively, the research school can hand decisions on behalf of the research school to the research school chair (supplemented by deputy chair), and operate without a steering group.

15. The research school reports to the chair of the PhD committee.

FINANCING OF RESEARCH SCHOOLS ' ACTIVITIES

16. The role of the chair of a research's school is allocated 200 working hours in his/her work schedule. The hourly resources of the research schools work are governed by the heads of the units. A common norm of recommended hours for key tasks in research schools will be prepared.

17. Research schools will receive working capital from the involved faculties.

THE RESEARCH SCHOOLS' TASKS

18. The research schools will be responsible for the daily operation of the learning component of the PhD programme. This implies responsibility for providing professionally relevant PhD courses. Registration for the courses is done via the PhD coordinator at the Faculty of Social Sciences. All PhD courses are also open to PhD scholarship holders from other research schools, and to external scholarship holders.

19. In addition, the research schools will offer seminars, workshops, gatherings etc. that are thematically relevant for the research school members and offer regular opportunities to

meet and mingle in the field of expertise. The PhD scholars' participation in these activities is voluntary.

20 The research schools are responsible for implementing 50 and 90 percent seminars.

21. All activities organised by the PhD programme will be conducted in English, unless all candidates in the group have a good working knowledge of a Scandinavian language.

22. The research schools must provide the PhD scholarship holders with the facilities to ensure good progress in the work with the PhD studies.

23. The research schools are responsible for the submission (approval) of the external PhD courses that the research school's scholarship holders have completed, in line with the National Qualification Framework and the ECTS standard. The PhD coordinator assists with advice on request.

24. Research schools propose members to the assessment committee for PhD dissertations. The chair of the research conveys the proposal to the PhD committee, which treats the proposal and makes a decision.

25. The research schools must contribute to developing the supervisory expertise of the supervisors involved.

26. The research schools must facilitate international mobility (periods abroad as well as receiving foreign scholarship holders and any guest researchers).

27. The research school must by the 1st of December every year deliver an annual report regarding activities implemented, research activities in the academic environment, completion and delays of PhD projects, alterations to individuals affiliated to the research school and plans for the next year. The reports are approved by the PhD committee.